

# JOB OPPORTUNITY

**Job Opportunity Bulletin:** #06-268

**Final Filing Date:** June 05, 2007 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing)	\$2,598 - \$3,157	Office of Statewide Health Planning and Development Director's Office 1600 9 <sup>th</sup> Street, Room 433 Sacramento, CA. 95814

## General Statement:

The Office of Statewide Health Planning and Development (OSHDP) is recruiting for a highly motivated Office Technician (Typing) to join the Director's Office (DO).

## Duties:

- Maintains the appointment calendar for the Director and Chief Deputy Director (CDD). Arranges meetings, prepares agendas, plans and coordinates conferences, and prepares materials for Director/CDD meetings and appointments.
- Assists the DO in the administration of OSHDP's legislative affairs program: logs and reviews each new and amended bill; keeps track of when bills impacting OSHDP will be heard, by whom, etc.; prepares weekly legislative bill status reports; prepares summaries of legislation; notifies the Assistant Director, Legislative and Public Affairs of chaptered legislation; types legislative bill analyses for the Director; maintains filing system, and is Liaison to the California Health and Human Services Agency (CHHSA) and OSHDP staff.
- Receives, screens, redirects and/or responds to visitors, multi-line telephone calls, written inquiries and controlled correspondence. Reviews, prioritizes and disseminates sensitive and confidential incoming and outgoing correspondence.
- Originates, prepares and processes a wide variety of correspondence and documents for the Director/CDD, reviews and edits correspondence prepared by other staff, acts as the contact person for controlled correspondence from CHHSA, maintains administrative files and develops and maintains office tracking systems.

## Desirable Qualifications:

- Good working knowledge of personal computers, Microsoft Office Suite, GroupWise and Internet.
- Ability to use sound judgment, discretion and a high degree of professionalism in communicating with high level contacts, staff and the public.
- Ability to maintain a high degree of initiative, independence and accuracy in performing tasks.
- Ability to handle multiple priorities and deadlines.
- Ability to work cooperatively with others.

## Who May Apply:

Applications will be accepted from individuals currently in the above classification or who have list, transfer or reinstatement eligibility to the classification. Appointment is subject to SROA policies. Only the most qualified individuals will be selected for an interview.

# OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678 and a resume to:

Attention: Ed Springer  
OSHDP - Human Resources Services  
1600 9<sup>th</sup> Street, Room 350  
Sacramento, CA 95814

For more information, contact Mr. Springer at (916) 654-2097

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

